



Republic of the Philippines
Department of Education

REGION VII – CENTRAL VISAYAS

Division of City Schools – Tagbilaran City

Office of the Schools Division Superintendent

February 23 ,2023

DIVISION MEMORANDUM

No. 083, s.2023

PROVISION OF INFORMATION AND REITERATION OF POLICY GUIDELINES OF THE DEPARTMENT OF EDUCATION AND OTHER CONCERNED NATIONAL GOVERNMENT AGENCIES ON UTILIZATION, USEFUL LIFE AND STORAGE AND MAINTENANCE OF SELF-LEARNING MODULES (SLMs), DIGITAL DEVICE, AND OTHER LEARNING RESOURCES IN LIGHT OF THE COVID-19 PANDEMIC AND OTHER EMERGENCIES

To: Elementary and Secondary School Principals
School LRMS – Coordinators
School AOs/ Property Custodians
All Others Concerned

1. The field is hereby informed of the **Joint –Memorandum, DM- OUCT- 2023-014**, which is the Provision of Information and Reiteration of Policy Guidelines of the Department of Education and other Concerned National Government Agencies' on Utilization, Useful Life, and Storage and Maintenance of Self-Learning Modules (SLMs), Digital Device, and Other Learning Resources in Light of the Covid-19 Pandemic and Other Emergencies , dated January 12, 2023.

2. The Joint Memorandum stipulates and provides information and reiterates policy guidelines of the Department of Education and concerned National Government Agencies (NGAs) on the utilization, useful life, storage, and maintenance of learning resources, including but not limited to Self-Learning Modules (SLMs) and digital devices that were acquired and distributed during the implementation of the distance learning in light of the COVID-19 health emergency. Unless otherwise repealed or rescinded by subsequent issuances, these guidelines shall apply to all other learning resources to be procured, acquired, and distributed in the succeeding school years.

3. The SLMs shall remain the primary learning resources for various distance learning delivery modalities and supplementary learning resources for in-person classes from Kindergarten to Senior High School. As ADM modules, the SLMs shall continue to be used by all learners who availed of any of the ADMs so that they can continue learning and finish basic education despite their difficulty in accessing schools. Hence, using quality –assured SLMs procured by field offices in different content and accessible formats remains essential. They shall continue to be utilized by all schools in all grade levels, along with textbooks and other supplementary learning resources supportive of implementing learning delivery modalities applicable to local contexts.



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Reporting of SLM Errors

4. The field offices shall retain mechanisms for addressing reported errors and content issues in the SLMs based on the provisions indicated in the Joint-Memorandum DM-OUCI-2021-261, Clarification on DM-OUCI-2021-195 (Supplementary Guidelines in the Utilization of Downloaded Funds for the Provision of Quarters 1 and 2 Learning Resources for S.Y 2021-2022) and Provision of Information for the Continuous Response of the Department to the Pandemic As Regards to Learning Resources, Compliance with COA Rules and other Regulations and Submission of Reports.

Use and Preservation of SLMs and Digital Devices

5. In compliance with the Commission on Audit (COA) Circular No. 2022-004, Section 4, item 4.12 which states that “the agency shall determine/provide the estimated useful life of each semi-expandable property, subject to the post audit of COA auditors concerned”, DepEd prescribes that SLMs shall have a multi-year utilization with projected life span of three to five years and be classified as semi-expendable material.


6. Consistent with the Joint Memorandum DM-OUCI -2021-261, regional offices (ROs), school division offices (SDOs), and schools shall adopt measures to preserve the SLMs for further use. SLMs and all other learning resources procured by the ROs and SDOs shall be properly accounted for, kept in good condition, and safeguarded against loss or wastage in compliance with Section 2 of Presidential Decree No. 1445 and other relevant government issuances for proper recording and accountability.

7. Procuring entities or recipient schools shall devise means to save digital versions of SLMs and other digital learning resources. Other available learning resources or programs that may be restored in procured digital devices can be downloaded from DepEd Learning Resource Portal accessible via the link <http://lrmds.deped.gov.ph/>.

8. Teacher shall orient learners on the basic use of digital devices and resources. They shall prohibit any unauthorized saving of non-educational items or non-school related files/programs in the digital device. Schools shall designate school ICT coordinators, with the assistance of other available and abled school personnel, to check on the contents of the digital device before distributing the same to learners to ensure that no ^{un}authorized file or program is stored in these digital devices.

Procurement of LRs and Devices

9. The procurement and use of the said learning resources and other devices shall be subjected to the existing guidelines on the acquisition, distribution, issuance, use, and return of semi-expendable supplies and equipment as stated in DO No. 012, s. 2022.
10. For immediate dissemination, guidance and compliance.

For: 
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Schools Division Superintendent
OIC 2/23/23

CID-LRMS/JAAL/ NSS



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